

SMALL BUSINESS LOAN GUARANTEE PROGRAM

**Request for Proposal
for
Trustee Services
2006**

State of California
Business, Transportation and Housing Agency

Release Date: March 13, 2006

STATE OF CALIFORNIA

ARNOLD SCHWARZENEGGER

Governor

Department of Alcoholic Beverage Control
Department of Corporations
Department of Financial Institutions
California Highway Patrol
California Housing Finance Agency
Commerce & Economic Development Program
Department of Housing & Community Development
Department of Managed Health Care



SUNNE WRIGHT McPEAK

Secretary

Department of Motor Vehicles
Office of the Patient Advocate
Department of Real Estate
Office of Real Estate Appraisers
Office of Traffic Safety
Department of Transportation
Office of Military and Aerospace Support

BUSINESS, TRANSPORTATION AND HOUSING AGENCY

March 13, 2006

TO ALL PROSPECTIVE BIDDERS:

The attached Request for Proposal (RFP) solicits trustee services for a three-year term in support of the California Business, Transportation and Housing Agency's overall goal to develop the State's economic base and increase job creation in California through the Small Business Loan Guarantee Program.

All proposals will be reviewed and evaluated as per Section V, Minimum Qualifications and Section VI, Selection Process and Evaluation Criteria of this RFP. Award of the contract shall be based on the lowest bid quote. Each proposer must submit a sealed bid and establish, in writing, the degree to which it has the capability to achieve or meet the stated requirements and work standards.

Respectfully,

KAREN KAWADA

Small Business Loan Guarantee Program

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SECTION I: INTRODUCTION

The California Business, Transportation and Housing Agency requests proposals for the following purpose and in accordance with each of the terms and conditions in this Request for Proposal. The proposals will be evaluated by a committee within the Agency and scored according to responsiveness, as presented in Section VI, Selection Process and Evaluation Criteria.

A. Purpose

The purpose of this RFP is to solicit proposals that will lead to the selection of a prime contractor to provide trustee services for the Agency's Small Business Loan Guarantee Program reserve. The asset value of the reserve totaled to approximately \$28.6 million as of January 31, 2006. It is anticipated that approximately \$11.8 million will be added to the reserve sometime during the next fiscal year (2006/07).

B. Tentative Schedule

This tentative schedule may be altered at any time at the discretion of the Agency. All dates and times stated in this RFP are Pacific Standard Time.

DESCRIPTION	DAY	DATE IN 2006	TIME
1. Proposal Package Released and Mailed Out	Monday	March 13	
2. Bidders' Conference (Optional)* (RSVP appreciated no later than 3 days before the conference)	Thursday	March 30	At 10:00 A.M.
3. Proposers' Written Questions Due	Friday	April 7	By 5:00 P.M.
4. Submittal of Notice of Intent to Bid Due	Friday	April 7	By 5:00 P.M.
5. Questions and Answer Summary to be mailed to potential proposers on or near	Monday	May 1	
6. Proposal Due Date	Monday	May 22	By 5:00 P.M.
7. Minimum Qualifications Review		May 23–26	
8. Evaluation by Scoring Committee		May 29–June 9	
9. Oral Interviews		June 19–23	
10. Public Bid Opening	Tuesday	June 27	At 10.00 A.M.
11. Agency Awards Contract and Posts Public Notice of Intent to Award (allows for five-day protest period)		June 28–July 6	
12. Contract in place when fully executed		October 1, 2006	

* Bidders' Conference (Optional): Proposers are not required to attend the Bidders' Conference to submit a bid; attendance is optional. A Questions and Answer Summary developed from questions submitted in a written format either at the Bidders' Conference or other means by April 7 by 5:00 P.M. will be distributed to all organizations that submit a Notice of Intent to Bid (that is due on April 7 by 5:00 P.M.). The Questions and Answer Summary may not include discussion details occurring at the Bidders' Conference in response to presented questions. Discussion details may influence the bid.

SECTION I: INTRODUCTION (Continued)

C. Duration

The contract between the Agency and the successful proposer is expected to begin upon the date of contract approval by the California Department of General Services (approximately November 1, 2006) and terminate on October 31, 2009.

D. Fee

The total fee for services as trustee shall be calculated as a percentage of the funds in the Trust Account. This percentage includes all out-of-pocket costs, reimbursements and service fees. Services shall be rendered for the fiscal years of: 2006/07 (partial), 2007/08, 2008/09 and 2009/2010 (partial), provided funding is appropriated in the Agency budget. Contract length will be dependent upon availability of funding, adequacy of previous performance, consistency of fee, and will be at the full discretion of the Agency.

E. Definition of Terms

This RFP contains the following terms, definitions and acronyms that have the following definitions:

1. **"Agency," "BTH," and "State"** means the California Business, Transportation and Housing Agency, an Agency duly elected or appointed, qualified and acting on behalf of the State of California for this RFP.
2. **"DGS"** means the State of California Department of General Services.
3. **"FDC"** means a California Small Business Financial Development Corporation.
4. **"Material Deviations"** means a deviation from a requirement that is deficient if the response is not in substantial accord with the RFP requirements, provides an advantage to one proposer over other proposers, or has a potentially significant effect on the delivery, quantity or quality of items proposed, amount paid to the vendor, or on the cost to the Agency. Material deviations cannot be waived.
5. **"Program"** means the Small Business Loan Guarantee Program.
6. **"Proposer"** and **"Bidder"** (capitalized or lower case, singular or plural) means an organization responding to this RFP.
7. **"RFP"** means this Request for Proposal for Trustee Services 2006.
8. **"Shall," "must," or "will"** (except to indicate future tense) indicates a mandatory requirement in the RFP.
9. **"Should" or "may"** indicates desirable attributes or conditions, but are non-mandatory in nature. Deviation from, or omission of, such a desirable feature, even if material, will not in itself cause rejection of the proposal.
10. **"Subcontractors"** means any party which the proposer wishes the Agency to include in its evaluation of the proposer's qualifications and capability must be labeled as a "partner" or "major subcontractor" (terms of similar nature are acceptable). All subcontractors are subject to the approval of the Agency.
 - a. Major subcontractors or partners are defined as businesses owned at least 51% by interests other than the proposer, and which will carry out major, critical portions of the Section IV, Scope of Work, in terms of responsibility, involvement and, in some instances, portions of the budget. These may be firms providing services or supplies. Major subcontractors operate under the direction of the proposer.
 - b. Minor subcontractors are defined as businesses executing less critical, less sensitive portions of Section IV, Scope of Work.

SECTION II: BACKGROUND INFORMATION

A. California Business, Transportation and Housing Agency

The Business, Transportation and Housing Agency is part of the Executive Branch of California government and its Secretary is a member of the Governor's cabinet. The Agency oversees the activities of thirteen departments and is among the largest agencies in the state with a collective budget of \$12.4 billion requiring a workforce of more than 47,000 people.

The Agency oversees programs that plan, build and maintain California's transportation systems that ensure efficient and fair markets for the real estate industry and programs that assist state and community efforts to expand the availability of affordable housing and employment opportunities through commerce and economic development programs for a growing population. The Small Business Loan Guarantee Program assists the Agency towards achieving its goals in these areas.

The Agency also regulates managed health care plans, banking and the financial and securities industries as well as contributes to public safety through the law enforcement activities of the California Highway Patrol and the Department of Alcoholic Beverage Control.

B. Small Business Loan Guarantee Program

The Small Business Loan Guarantee Program began in 1968 under the Small Business Development Corporation Law (California Corporations Code, Section 14000 et seq.) and provides financial assistance to small businesses. Subsequent amendments to the law provided for the formation of non-profit Small Business Development Corporations, now renamed FDCs. There are currently eleven (11) FDCs for the delivery of the Program to small businesses. The Program, by issuing a repayment guarantee, assists small businesses to qualify for loans when the business cannot otherwise obtain a loan. These loans may be used for starting or expanding a business or for working capital.

The FDCs are organized to provide financial assistance in the form of repayment guarantees of loans made to qualifying small businesses. The guarantees are backed by state funds deposited in a Trust Account. Each FDC has a portion of the Trust Account in its corporate name which represents the net sum of the funds appropriated for that FDC, plus interest earned, minus corporate expenses paid by interest income, and payments due to defaults of guaranteed loans and the trust account service fees.

SECTION III: RULES AND CONDITIONS

A. General Information

The competitive bidding process being used for this procurement of services is the RFP two-tier method. Proposals will first be reviewed for compliance with Section V, Minimum Qualifications. Those proposals that meet the minimum qualifications will then proceed to be evaluated in a two-tier process according to the criteria established in Section VI, Selection Process and Evaluation Criteria. After meeting these requirements, the lowest bid will be awarded the contract.

Proposers should carefully review the requirements of this RFP and instructions that prescribe the format of proposals as outlined in Section V, Minimum Qualifications.

The Agency reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified firm, or to modify or cancel all or part of this RFP if it is in the interest of the Agency to do so.

B. Addenda

The Agency reserves the right to amend, alter or change the rules and conditions contained in this RFP prior to the deadline for submission of proposals. Addenda will only be sent to those potential proposers who submitted a timely Notice of Intent to Bid (see Paragraph F of this Section). Subsequent addenda must be followed. Proposers may contact Karen Kawada at 916-323-5825 to verify receipt of all addenda related to this RFP.

C. Proposers' Costs

Costs for developing proposals are entirely the responsibility of the proposers and shall not be reimbursed by the State.

D. Bidders' Conference

The Bidders' Conference is designed to clarify the requirements of this RFP by providing answers to potential proposers' questions. Questions pertaining to this RFP may be presented in writing to the Agency prior to the Bidders' Conference and/or during the Bidders' Conference. Advance questions should be submitted by Monday, March 27, 2006 at 5:00 P.M. and may be sent by mail, fax, or e-mail to the Agency at the location identified in Paragraph E of this Section. A team of Agency representatives will be present at the Bidders' Conference to address the items in question.

The Bidders' Conference will take place at the following location on Thursday, March 30, 2006 at 10:00 A.M. unless otherwise notified:

California Business Transportation and Housing Agency
980 Ninth Street, Suite 2450
Main Conference Room
Sacramento, CA 95814

The questions responded to during the Bidders' Conference will be included in the Questions and Answer Summary (see Paragraph G of this Section), which will be sent to those having submitted a timely Notice of Intent to Bid (see Paragraph F of this Section). Attendance to the Bidders' Conference is optional.

E. Written Questions

Proposers needing additional clarification (after the Bidders' Conference) of the requirements of this RFP must submit questions in writing. All inquiries must be received no later than Friday, April 7, 2006 by 5:00 P.M.,

SECTION III: RULES AND CONDITIONS (Continued)

regardless of postmark. If questions are faxed or e-mailed, then the date and time received by the Agency must not be later than this due date and time.

Address written questions to:

Small Business Loan Guarantee Program
RFP for Trustee Services 2006
Attn: Karen Kawada
California Business, Transportation and Housing Agency
980 Ninth Street, Suite 2450
Sacramento, CA 95814

Fax: 916-323-5440 E-mail: kkawada@bth.ca.gov

Questions, suggestions or objections regarding the content of the RFP not submitted in writing by the deadline of Friday, April 7, 2006 by 5:00 P.M., shall be deemed waived and may not be raised at a later time.

F. Notice of Intent to Bid

1. A Notice of Intent to Bid (Attachment I) must be received by the Agency no later than Friday, April 7, 2006 by 5:00 P.M., regardless of postmark. The Notice of Intent to Bid may be faxed (confirmation receipt should be retained by the sender). The Notice of Intent to Bid shall not be e-mailed. If the Notice of Intent to Bid is faxed, then the date and time received by the Agency must not be later than the due date and time.
2. The Notice of Intent to Bid (Attachment I) shall be typed, completed in its entirety, and signed by an authorized representative of the proposing entity.
3. The Notice of Intent to Bid (Attachment I) shall be directed to the address identified in Paragraph E of this Section.
4. Proposals shall be accepted only from Proposers who submitted a timely Notice of Intent to Bid (Attachment 1.)
5. The Notice of Intent to Bid is non-binding, however, it ensures the receipt of any and all inquiries, responses and addenda related to this RFP. Any correspondence or addenda originating after Friday, April 7, 2006 by 5:00 P.M. will be mailed or faxed only to those potential proposers having submitted a timely Notice of Intent to Bid.

G. Questions and Answer Summary

A summary of all potential proposers' written questions and the Agency's answers to those questions will be mailed on or near Monday, May 1, 2006 to only the proposers having submitted a timely Notice of Intent to Bid. As indicated in Paragraph D of this Section, the Questions and Answer Summary will also include the questions and answers from the Bidders' Conference.

Oral communications with State officers and employees shall be non-binding on the State and shall in no way exclude the proposers of obligations as set forth in this RFP.

H. Bid Quote

The Bid Quote must be submitted in a sealed envelope, separate from the narrative sections of the proposal package. This envelope must be clearly marked "Bid Quote – Do Not Open Until June 27, 2006" with the

SECTION III: RULES AND CONDITIONS (Continued)

Proposer's name on both the envelope and on the Bid Quote form (Attachment 3). Only one (1) Bid Quote form (Attachment 3) may be submitted for each Proposer. The Bid Quote must not be disclosed anywhere in the proposal except for on the Bid Quote form (Attachment 3) that is submitted separately. The Bid Quote form (Attachment 3) shall not be altered. For emphasis purposes, the Bid Quote form requests for the rate to be expressed as a quarterly rate.

I. Delivery of Proposals

Deliver in a sealed package(s), six (6) typed copies of the proposal (one original signature and five copies) and one (1) separately sealed envelope containing the Bid Quote (Attachment 3), to the Agency at the address below, no later than Monday, May 22, 2006 by 5:00 P.M. Proposals may not be faxed or e-mailed. Proposals cannot, by State law, be accepted after this time and date. Only one (1) sealed Bid Quote (Attachment 3) will be accepted from each Proposer. The sealed package(s) containing the six (6) proposals and sealed Bid Quote must be labeled as follows:

Small Business Loan Guarantee Program
RFP for Trustee Services 2006
DO NOT OPEN UNTIL
Monday, May 22, 2006 at 5:00 P.M.

Attn: Karen Kawada
California Business, Transportation and Housing Agency
980 Ninth Street, Suite 2450
Sacramento, CA 95814

Proposals cannot, by State law, be accepted after this time and date and will be returned, unopened. Proposals received within the prescribed deadline become the property of the Agency and will not be returned.

All rights to the contents therein become those of the Agency. Creative materials, if applicable, may be returned at the Agency's discretion. The Proposer must submit a written request and be prepared to pay postage. No materials will be returned prior to an executed, approved contract.

J. Public Bid Opening

The Public Bid Opening will take place on Tuesday, June 27, 2006 at 10:00 A.M. at the California Business, Transportation and Housing Agency location. Those interested in attending the Public Bid Opening are asked to RSVP by contacting Karen Kawada at 916-323-5825 to obtain room information.

K. Grounds for Rejection

The Agency reserves the right to waive any immaterial deviation in a proposal; however, the waiver of an immaterial deviation in a proposal shall in no way modify the document or excuse the Proposer from full compliance with the proposal requirements after the Proposer is awarded the contract (see Section I, Introduction, Paragraph E4).

A proposal shall be rejected if:

1. The Proposer did not submit a Notice of Intent to Bid (Attachment 1) by the established deadline.
2. The proposal is received at any time after the exact time and date set for receipt of proposals (Public Contract Code, Section 10344[a]).
3. The Cover Sheet (Attachment 2) is unsigned.

SECTION III: RULES AND CONDITIONS (Continued)

4. The Bid Quote (Attachment 3) is not enclosed in a sealed envelope, separate from proposal, marked "Bid Quote--Do Not Open Until June 27, 2006" with the Proposer's name on both the envelope and on the Bid Quote form (Attachment 3). Only one (1) Bid Quote (Attachment 3) may be submitted for each Proposer.
5. The Bid Quote is disclosed anywhere in the proposal except for on Attachment 3, Bid Quote.
6. The Proposer has been decertified from contracting with the State by the Department of Fair Employment and Housing.
7. The Proposer has received a substantive negative contract evaluation from the State of California.
8. The proposal contains false or misleading statements or references that do not support an attribute or condition contended by the Proposer; and if, in the opinion of the Agency, such information was intended to erroneously mislead the Agency in its evaluation of the proposal.
9. The proposal is marked confidential (excluding Proposer's financial statements), conditional, incomplete or if it contains any irregularities.
10. The Proposer has had a contract with the State of California canceled due to failure to comply with the Drug-Free Workplace Act of 1990 (see Paragraph P of this Section).

L. Notice of Intent to Award

1. Award of the contract, if it is awarded, shall be to the lowest Bid Quote from Proposers passing the minimum qualifications as outlined in Section V, Minimum Qualifications and the scoring phases as outlined in Section VI, Selection Process and Evaluation Criteria.
2. Upon selection of a proposed contractor, a Notice of Intent to Award will be posted for five (5) working days at the Agency; 980 Ninth Street, Suite 2450; Sacramento, CA. This 5-day period is known as the "protest period." Should a Proposer wish to protest the intended award, the protest must be filed during this protest period (see Paragraph M of this Section).
3. Proposals, cost data and evaluation forms will be regarded as public records after the contract is awarded under the California Public Records Act (Government Code, Section 6250 et seq.).
4. The Agency reserves the right to negotiate with any qualified Proposer, or to modify or cancel in part or in its entirety the sample contract provisions if it is in the best interest of the Agency to do so.
5. The Agency reserves the right to not award a contract.

M. Protests

1. Only a Proposer that has submitted a timely proposal in response to this RFP and is not awarded the resulting contract may file a protest.
2. A Proposer who claims he/she would have been eligible for the award of the contract if the Agency had scored his or her proposal correctly, or if the Agency had correctly followed the procedures specified in the Public Contract Code, may file a protest.

SECTION III: RULES AND CONDITIONS (Continued)

3. If a Proposer chooses to protest the Notice of Intent to Award, the protesting Proposer shall file with the Agency and DGS within five (5) working days of the date the Notice of Intent to Award is posted (protest period), a full and complete written statement specifying the grounds for the protest (Public Contract Code, Sections 10345(b)(1)). All protests must be submitted to both of the following entities:

Karen Kawada
California Business, Transportation and Housing Agency
Small Business Loan Guarantee Program
980 Ninth Street, Suite 2450
Sacramento, CA 95814

Protest Coordinator
California Department of General Services
Office of Legal Services
707 Third Street, 7th Floor
West Sacramento, CA 95605

4. There is no basis for protest if the Agency rejects all proposals, based on the interests of the State.
5. If no protest is filed with the Agency within five (5) working days of the date the Notice of Intent to Award was posted, the contract shall be awarded to the proposed contractor.

N. Debriefings

Written debriefings of the evaluation results will not be provided to unsuccessful Proposers. Oral debriefings may be provided at the Agency's discretion.

O. Corporate Qualifications to do Business in California

1. In order to ensure all obligations due the State are fulfilled, when contracts are to be performed in the State by corporations, the Agency will obtain verification that the contractor is currently qualified to do business in California.
2. "Doing business" is defined in Revenue and Taxation Code, Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. While there are some statutory exceptions to taxation, it will be a rare instance when a corporate contractor performing within the State will not be subject to the franchise tax.
3. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Whether or not a corporation is in good standing may be determined by calling the Office of the Secretary of State, 916-657-5448 Ext. 140.
4. The Agency and contractors may obtain assistance in evaluating a claim of exemption from the Franchise Tax Board. Inquiries should be directed to the Exempt Organizations Unit desk, at 916-845-4171.

P. Drug Free Workplace Act of 1990

1. In submitting a bid to the Agency, the Proposer offers and agrees that if the bid is accepted, it will certify under penalty of perjury under the laws of the State of California that it will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code, Section 8350 et seq.) and will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code, Section 8355(a).

SECTION III: RULES AND CONDITIONS (Continued)

- b. Establishing a Drug-Free Awareness Program as required by Government Code, Section 8355 (b), to inform employees about:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The person's or organization's policy of maintaining a drug-free workplace;
 - 3) Any available counseling, rehabilitation and employee assistance programs;
 - 4) Penalties that may be imposed upon employees for drug abuse violations; and,
- c. Providing, as required by Government Code, Section 8355 (C), that every employee who performs work under the agreement will:
 - 1) Receive a copy of the Contractor's drug-free policy statement; and,
 - 2) Agree to abide by the terms of the Contractor's statement as a condition of employment under this agreement.
- 2. Failure to comply with these requirements may result in suspension of payments under the agreement or cancellation of the agreement or both and the Contractor may be ineligible for award of any future state contracts if the State determines that the Contractor:
 - a. Has made a false certification; or,
 - b. Violates the certification by failing to carry out the requirements as noted above.

Q. Antitrust Claims

- 1. In submitting a proposal to a public purchasing body, the proposer offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the proposer/proposer for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the proposer. (Government Code Section 4552.)
- 2. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. (Government Code Section 4553)
- 3. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (Government Code Section 4554)

R. Conflict of Interest

- 1. Current State Employees (Public Contract Code Section 10410)

SECTION III: RULES AND CONDITIONS (Continued)

- a. No officer or employee in the state civil service or other appointed state official shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or in which the officer or employee has a financial interest and which is sponsored or funded, or sponsored and funded, by any state agency or department through or by a state contract unless the employment, activity, or enterprise is required as a condition of the officer's or employee's regular state employment.
- b. No officer or employee in the state civil service shall contract on his or her own individual behalf as an independent contractor with any state agency to provide services or goods.

2. Former State Employees (Public Contract Code Section 10411)

- a. For the two-year period from the date he or she left State employment, no retired, dismissed, separated, or formerly employed person of any state agency or department employed under the state civil service or otherwise appointed to serve in state government may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency or department.
- b. For a period of 12 months following the date of his or her retirement, dismissal, or separation from state service, no person employed under state civil service or otherwise appointed to serve in state government may enter into a contract with any state agency, if he or she was employed by that state agency in a policymaking position in the same general subject area as the proposed contract within the 12-month period prior to his or her retirement, dismissal, or separation. The prohibition of this subdivision shall not apply to a contract requiring the person's services as an expert witness in a civil case or to a contract for the continuation of an attorney's services on a matter with which he or she was involved prior to leaving state service.

S. Small Business Enterprise Preference

The Agency is committed to comply with Section 14835 et seq. of the California Government Code which requires that a five (5) percent preference be given to bidders who qualify as a small business. The rules and regulations of this law including the definition of a small business for the delivery of service are contained in Title 2, California Code of Regulations, Section 1896, et seq.

To claim the small business preference, a Proposer must complete Attachment 4 (Small Business Preference).

T. Target Area Contract Preference Act (TACPA), Enterprise Zone Act (EZA) and Local Agency Military Base Recovery Area (LAMBRA) Act

Government Code Sections 4530 et seq., 7080 et seq. and 7118 et seq. provide that whenever any State agency Agreements for goods or services in excess of \$100,000 and the worksite is not fixed by the terms of the contract, preference will be granted to California-based bidders, if they meet the requirements specified in Title 2, California Code of Regulations, Section 1986.30 et seq., for the Target Area Contract Preference Act; Sections 19896.70-1896.81 for the Enterprise Zone Act (EZA) and Section 1896.10 for the Local Military Base Recovery Area (LAMBRA) Act. Proposers seeking these preferences must submit completed Standard Forms 830, 831 and/or 832 with their bid. As explained in these Standard Forms, the Contractor is allowed bidding preferences for each qualifying program (TACPA, EZA, LAMBRA and small business, previously explained). If the Proposer qualifies for more than one preference, the preference can not exceed a maximum of 15% of the lowest responsible bid and in no case more than \$100,000 per bid. The preferences do not alter the amount of the resulting Agreement and are used only for bidding purposes.

Bidders may obtain copies of Standard Forms 830, 831 and 832 via the Internet at: <http://www.osp.dgs.ca.gov>.

SECTION IV: SCOPE OF WORK

To prove capability for providing financial advisory/trust services, Proposer (trustee) must describe qualifications, methodologies to be used, including procedures, records maintenance, accuracy checks, quality controls, examples of past projects, competency, ability to meet deadlines and managerial experience.

If any portion of the Scope of Work is proposed to be subcontracted, the Proposer must document which portions of the work will be performed by subcontractors and their ability to perform the work. However, all subcontractors must be approved by the Agency. The Proposer must make it clear to any subcontractors included in the proposal that even if the Proposer is selected, the subcontractors may not necessarily be selected.

A. Qualifications

1. Proposer must provide a summary of their key strengths and qualifications to serve as a trustee to the Agency, including how long it has managed public trust accounts.
2. Proposer must describe its view of the most important challenges and opportunities facing the Trust Account in connection with their investments.
3. Proposer must describe its (or its financial institution affiliate's) participation in the California Small Business Loan Guarantee Program. Proposer may submit a report of its Loan Guarantee Portfolio and/or proposal of future participation. A Proposer with a record of past participation will be scored higher than a Proposer that has not participated in the past. A Proposer with a strong commitment for future participation will be scored higher than a Proposer that has no or limited commitment for future participation. A Proposer with unfilled past promises to participate will be scored lower than a Proposer which has no unfilled promises to participate.
4. Proposer must describe three (3) financial trust agreements over the last two (2) years that are most similar to this RFP. Proposer must indicate the name of the issuer, a description of the transaction(s), the individual(s) from the Proposer's firm involved and the value added by the Proposer's firm.
5. Proposer must describe in dollar volume, the number of trusts for which the Proposer has acted as a trustee within the last two (2) years.
6. Proposer must describe any pending legal proceeding within the last three (3) years involving the Proposer, or an officer of the Proposer, alleging, or judgments involving, malpractice or violations of law in connection with the management of a trust.
7. Proposer may provide any additional information that would be of value to the Agency in the selection process.

B. Work Plan

The Proposer must provide a comprehensive work plan, which must convey the Proposer's knowledge of the subjects and skills necessary to manage the Trust Account. Within the work plan, the Proposer must describe and define tasks and transactions involved, all investment options, processes, and reports used to manage the Trust Account. The work plan must include specific performance measures for each goal and how they will be evaluated.

Proposer must provide the following trustee services; and must provide proof of ability to invest the Trust Account, consistent with the following restrictions:

1. The trustee will manage assets held for the benefit of the Trust Account. Only the following Trust Account investments may be made; Proposer must show ability to service:

SECTION IV: SCOPE OF WORK (Continued)

- a. Money market accounts issued by banks and savings and loan associations domiciled in California;
- b. Banker's Acceptances issued by California banks;
- c. United States Treasury Notes and Bills;
- d. Investments permitted by statute or regulations; and,
- e. Investments backed by the "full faith and credit" of the United States Government.

The trustee will invest the Trust Account, in those instruments selected by the trustee at its sole discretion, consistent with the above restrictions. This portion of the Trust Account is known as Managed Portion of the Trust Account.

- 2. The trustee will manage a portion of the Trust Account known as the Directed Portion of the Trust Account. With funds in the Directed Portion of the Trust Account, the trustee will purchase certificates of deposits from banks and savings and loans associations domiciled in California as instructed by the FDCs. These certificates of deposits will not exceed \$100,000 and the Directed Portion of the Trust Account shall not exceed one-third of the total Trust Account.
- 3. In accordance with the California Corporations Code, Section 14070 (c), State will authorize disbursements from the Trust Accounts to purchase loans made by the FDCs. These loans are normally guaranteed by the United States Department of Agriculture, Farm Services Agency. The trustee will receive instructions from the FDCs regarding disbursements, repayments and other transactions on these loans. So long as the FDC instructions are within the written authorizations given by State to the trustee, the trustee will make and receive payments as ordered by the FDCs and maintain records on transactions and balances related to these individual loans.

In performing the trustee services herein, the Proposer understands that:

- 4. All such investments shall be held by the trustee and shall be made and held on behalf of the State. The trustee may hold securities in its own vault or the vault of its affiliate; registered in the name of its nominee or the nominee of its affiliate; or where securities are eligible for deposit in a central depository such as the Depository Trust Company and The Federal Reserve Bank of New York. The trustee may utilize any such depository and permit the registration of registered securities in the name of its nominee, and the trustee and the nominee shall be held harmless from any liability as holders of records.

SECTION V: MINIMUM QUALIFICATIONS

These instructions prescribe the proposal content and format to be used and mandatory content to be included in each proposal. **PROPOSALS SHOULD BE PREPARED AND SUBMITTED IN THE FOLLOWING FORMAT TO ENSURE ACCURATE EVALUATION.**

The following list serves as the checklist to verify the inclusion of minimum qualifications. If any single item receives a negative response, the proposal may be eliminated from further review and considered non-responsive. **FAILURE TO DEMONSTRATE OR EVIDENCE FULFILLMENT OF ALL MINIMUM QUALIFICATIONS MAY RESULT IN DISQUALIFICATION.**

FOR AGENCY USE ONLY		
Proposer: _____	Reviewer: _____	Date: ____/____/06

	Meets Requirements	
	YES	NO

A. Proposal Package

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The sealed proposal package(s) contains six (6) typed copies of the proposal (one original and five copies).

B. Bid Quote

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The sealed proposal package(s) contains one (1) completed ATTACHMENT 3, BID QUOTE, in a separate, sealed envelope clearly marked "Bid Quote."

C. Proposal Format and Content

Respond and include each item listed, giving specific details of techniques to be used in meeting these requirements. Use of the following format/organization is strongly urged to ensure proper completion of the proposal.

- | | | |
|---|--------------------------|--------------------------|
| 1. Table of Contents with information organized as presented here and with corresponding page references. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. ATTACHMENT 2, COVER SHEET is completed and signed. | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION V: MINIMUM QUALIFICATIONS (Continued)

		Meets Requirements	
		YES	NO
C. Proposal Format and Content (continued)			
3.	<u>Description of Organization:</u> Proposer must describe the firm, its ownership structure, nature of the organization's services and activities, when the business was established, and brief history. List the location(s) of the office(s) from which the primary work on this contract would be performed. Proposer must give evidence that it has a California office and will provide service through this location	<input type="checkbox"/>	<input type="checkbox"/>
4.	<u>Trustee Advisory Team</u>		
a.	<u>Contract Manager:</u> Identify one (1) individual on the Proposer's staff who will be the primary contact and manage the contract work. Document overall experience as a financial advisor, with a minimum of five (5) years of service.	<input type="checkbox"/>	<input type="checkbox"/>
b.	<u>Team:</u> The Proposer must identify the team and key personnel who will actually be involved in providing financial advisory services to the Agency. "Key Personnel" are defined as those people who will exercise a major management and/or administrative role on behalf of the Proposer. Identify the role each team member will serve, title, where the individual is headquartered and the percentage of the firms totals effort that will be provided by the individual. Do not exceed two pages per person.	<input type="checkbox"/>	<input type="checkbox"/>
c.	<u>Resumes:</u> Provide resumes for each individual. Provide education, experience and expertise with pertinent information demonstrating qualifications for this RFP.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<u>Scope of Work:</u> The proposal contains a Scope of Work that includes Qualifications and a Work Plan, as described in Section IV, Scope of Work.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<u>Subcontractors:</u> Identify all proposed subcontractor(s) for work that exceeds \$5,000. Document which portions of service will be performed by subcontractors and their ability to perform the work. Include resumes of subcontractor's key personnel. Do not exceed two (2) pages per person.	<input type="checkbox"/>	<input type="checkbox"/>
<p>The use of subcontractor(s) are subject to approval by the Agency. Therefore, not all work recommended by the Proposer will necessarily be approved and not all subcontractors listed in the proposal will necessarily be selected. The Proposer must make it clear to any subcontractors included in the proposal that even if the Proposer is selected, the subcontractors may not necessarily be selected.</p>			

SECTION V: MINIMUM QUALIFICATIONS (Continued)

		Meets Requirements	
		YES	NO
C. Proposal Format and Content (continued)			
7. Attachments			
a.	Community Reinvestment Act ("CRA"). Provide a current copy of the Proposer's CRA performance evaluation and rating. If the Proposer is not a lender governed by CRA, then provide a current copy of the Proposer's affiliate financial institution's CRA.)	<input type="checkbox"/>	<input type="checkbox"/>
b.	Documentation of Incorporation. Proposer must provide evidence that its corporation is active and in good standing in the State of California.	<input type="checkbox"/>	<input type="checkbox"/>
c.	Proposal contains a signed Non-collusion Statement, Attachment 5.	<input type="checkbox"/>	<input type="checkbox"/>
d.	Proposal contains a signed Nondiscrimination Compliance Statement (Std. 19), Attachment 6.	<input type="checkbox"/>	<input type="checkbox"/>
e.	Proposal contains a Target Area Contract Preference Act Request (Std. 830), completed only if claimed.	<input type="checkbox"/>	<input type="checkbox"/>
f.	Proposal contains an Enterprise Zone Act Preference Request, (Std. 831), completed only if claimed.	<input type="checkbox"/>	<input type="checkbox"/>
g.	Proposal contains a Local Agency Military Base Recovery Act (Std. 832), completed only if claimed.	<input type="checkbox"/>	<input type="checkbox"/>
10. If the Proposer has passed all of the above, the Agency will confirm the following:			
		Comments	
a.	Proposer has not been decertified from contracting with the Agency by the Department of Fair Employment and Housing.		
b.	Proposer has not had a contract with the State of California canceled due to failure to comply with the Drug-Free Workplace Act of 1990.		
c.	Proposer has not received a significant negative contractor evaluation from DGS.		

SECTION VI: SELECTION PROCESS AND EVALUATION CRITERIA

Each proposal shall be evaluated to determine responsiveness to the Agency's needs as described in this RFP. The Agency reserves the right at any time to reject any or all proposals. The selection process complies with the requirements for competitive bidding pursuant to Public Contract Code Section 10344.

A. Process

1. Minimum Qualifications: After the period has closed for receipt of proposals, each proposal will first be evaluated to determine compliance with Section V, Minimum Qualifications. Those proposals that pass the minimum qualifications review will then proceed to the Proposal Evaluation phase. If a proposal does not meet all requirements, it may be considered non-responsive and be rejected from further competition.
2. Proposal Evaluation (Tier I): Proposals will be evaluated and scored according to specific and predetermined criteria as outlined in Paragraph B of this Section. Each proposal that scores eighty (80) points or more out of the total one-hundred (100) points in this scoring phase will then proceed to the Oral Interview phase. All proposals scoring less than eighty (80) points in this portion of the scoring will be rejected from further competition.
3. Oral Interviews: Evaluation of oral interviews will be according to specific and predetermined criteria as outlined in Paragraph C of this Section. Each Proposer scoring forty (40) points or more in the oral interview will then proceed to the Public Bid Opening. All proposals scoring less than forty (40) points will be rejected from further consideration.
4. Public Bid Opening (Tier II): Sealed bids of finalists will be opened and ranked according to preferences and Bid Quote. The contract will be awarded to the lowest responsive bid, after any preferences are computed. Claims made for Small Business Preference (Attachment 4), Target Area Contract Preference (Attachment 7), Enterprise Zone Preference (Attachment 8), and Local Agency Military Base Recovery Act Preference (Attachment 9), are verified and points are awarded accordingly.
5. Notice of Intent to Award: A Notice of Intent to Award the contract will be posted for five (5)- working days at the Agency. The Notice of Intent to Award will also be faxed to all Proposers on the day it is posted. Should a Proposer wish to protest the intended award, it must be raised during this five (5)-day protest period (see Section III, Rules and Conditions, Paragraphs L and M).
6. Contract Negotiations: Preliminary contract negotiations shall begin on or after the date the Notice of Intent to Award is posted.

SECTION VI: SELECTION PROCESS AND EVALUATION CRITERIA (Continued)

B. Proposal Evaluation Criteria (Tier I)

Proposals will be reviewed, evaluated and scored by an authorized evaluation committee. Evaluation of proposals will be based on the criteria shown as follows for each component; each component will be scored according to the degree of responsiveness present in the proposal being evaluated. A component score will not exceed the possible points shown for that component. The proposal score, before adjustment for any preference which may apply, will be the sum of the points allowed as assigned to each component.

FOR AGENCY USE ONLY

Proposer: _____

Evaluated By: _____

Date: _____

Max. Points/Score

- | | | |
|--|----|-------|
| 1. Proposer demonstrated ability and capacity to effectively manage public trust funds. Proposer's quality of team experience and expertise in administering public trust accounts. (Section IV, Scope of Work, Paragraph A.) | 25 | _____ |
| 2. Proposer demonstrated level of commitment to California and to the Small Business Loan Guarantee Program. (Section IV, Scope of Work, Paragraph A.) | 30 | _____ |
| 3. Proposer's thoroughness, development, and specificity of the work plan and investment options; Proposer's investment plan; Proposer's understanding of program requirements, regulations and other factors that govern public trust in the State. (Section IV, Scope of Work, Paragraph A.) | 30 | _____ |
| 4. Proposer's methodology, procedures, and analytical techniques used to administer the Trust Account, and demonstrated ability to meet the Agency's needs. (Section IV, Scope of Work, Paragraph A.) | 15 | _____ |

TOTAL PROPOSAL EVALUATION POINTS 100 _____

SECTION VI: SELECTION PROCESS AND EVALUATION CRITERIA (Continued)

C. Oral Interview Evaluation Criteria

The evaluation committee will conduct oral interviews with all Proposers whose proposals have passed the minimum qualifications and scored eighty (80) points or more in the proposal evaluation. The oral interviews may also be open to subcontractors, if requested by the evaluation committee. It is recommended that the team actually conducting the work attend the oral interview. The Proposer's contract manager shall give the presentation. All oral interviews are expected to be held in Sacramento, but the evaluation committee reserves the right to conduct interviews at other designated sites or by a conference telephone call. The evaluation committee reserves the right to designate one or more member of the committee to conduct and score the oral interviews. If a Proposer cannot meet on the designated interview date, the evaluation committee reserves the right to disqualify the Proposer as being non-responsive.

The oral interview will allow qualified Proposers the opportunity to demonstrate their understanding of the project, and to articulate their ability to meet or exceed the requirements of this RFP. No additional materials other than those offered in the original proposal may be brought forward for consideration during the interview. The following criteria will be used for scoring the oral interview.

<u>FOR AGENCY USE ONLY</u>	Proposer: _____
	Evaluated By: _____
	Date: _____

Maximum Points/Score

- | | | | |
|----|--|----|-----|
| 1. | Quality and completeness of answers to questions regarding the Trust Account management. Professionalism of team assigned to the project | 20 | ___ |
| 2. | Proposer's ability to integrate its ideas into the Agency's overall objectives. | 10 | ___ |
| 3. | Quality of proposed strategies and work samples. | 20 | ___ |

TOTAL ORAL INTERVIEW POINTS **50** **___**

150 **___**

TOTAL PROPOSAL

POINTS

SECTION VI: SELECTION PROCESS AND EVALUATION CRITERIA (Continued)

D. Public Bid Opening (Tier II)

1. Those proposals scoring a total of eighty (80) points or more in the Proposal Evaluation will proceed to the oral interview evaluation, and only those Proposers scoring a total of forty (40) points or more in the oral interview evaluation will advance to the Public Bid Opening.
2. The proposal containing the lowest Bid Quote, after the application of preference points, if claimed (see paragraph D4 of this Section), shall be awarded the contract.
3. Tie Breaker. If there is a tie in Bid Quotes, then the Bid Quotes will be ranked according to the total points earned in the Proposal Evaluation (Tier I). The Proposer with the highest score will break the tie and be awarded the contract. In the event that there is a tie in Bid Quotes and in the total bid points earned in Proposal Evaluation (Tier I), then the award will be based on a coin toss, or other method determined to be appropriate by the Agency.

4. Preference points shall be applied as follows:

- | | |
|--|---|
| a. Small Business Preference, 5% of price - | 2 |
| b. Target Area Preference, 9% of price - | 3 |
| (5% - 7% = 2 points) | |
| (8% - 9% = 1 points) | |
| c. Enterprise Zone Preference, 9% of price - | 3 |
| (5% - 7% = 2 points) | |
| (8% - 9% = 1 points) | |
| e. Local Agency Military Base Recovery Preference, 9% of price - | 3 |
| (5% - 7% = 2 points) | |
| (8% - 9% = 1 points) | |

	11	_____
TOTAL PREFERENCE POINTS		

TOTAL POINTS	<u>161</u>	_____
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SECTION VII: ATTACHMENTS

ATTACHMENT NUMBER	DESCRIPTION
1	Notice of Intent to Bid
2	Cover Sheet
3	Bid Quote
4	Small Business Preference
5	Non-collusion Statement
6	Nondiscrimination Compliance Statement (Std. 19)
7	Sample Contract Provisions

ATTACHMENT 1

NOTICE OF INTENT TO BID

Must be received by the Agency at the address shown below no later than
Friday - April 7, 2006 by 5:00 P.M. PST

MAIL or FAX to:

Small Business Loan Guarantee Program
RFP for Trustee Services 2006
Attn: Karen Kawada
California Business, Transportation and Housing Agency
980 Ninth Street, Suite 2450
Sacramento, CA 95814

Fax: 916-323-5440

Name of Proposer/Bidder/Company:
Contact Person:
Mailing Address:
Voice Telephone Number:
Fax Telephone Number*:
Signed:

A Notice of Intent to Bid must be sent by the Proposer and received by the addressee above in order for the proposal to be accepted for consideration. However, submittal of a Notice of Intent to Bid does not obligate the Proposer to submit a proposal.

* A receipt confirmation of the "Notice of Intent to Bid" will be faxed to the telephone number entered here.

ATTACHMENT 2

COVER SHEET

The submission of this Proposal does not obligate the Agency to fund the proposed contract. If the Proposer is selected as the Awardee, a contract will be executed between the Agency and the Awardee. The Awardee will be required to adhere to the terms of the executed contract. Entries may be printed or typed.

(a) Full Legal Name of Proposer's Organization: _____

(b) Address of Headquarters: _____

Street	City/County	Zip Code
Telephone Number to Headquarters: _____		
Voice	Fax	

Address of California office: _____

Street	City/County	Zip Code
Telephone Number to California office: _____		
Voice	Fax	

(c) Federal Taxpayer Identification Number: _____

(d) Status of Organization submitting a Proposal (check applicable one):

(1) ☐ Nonprofit Corporation

Place and date of incorporation: _____

Date Corporation was authorized to do business in California: _____

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Other Officers (Executive Officer): _____

(2) ☐ Local Government or Public Organization

Name and Title of: _____

Mayor, Chair of Board of Supervisors, School District, Community College District, Chair of Board of Governor or City Manager, County Executive, Superintendent of Schools or President, Community College

(3) ☐ For-Profit Business or Individual

Name of For-Profit Business or Individual: _____

(e) Certification: I hereby certify that the information contained in this Proposal is, to the best of my knowledge, complete and accurate; that the Proposer named above has authorized me, as its representative, to submit this Proposal; and that the Proposal and cost information is valid for ninety (90) days from the date of submission.

Signature: _____ Date: _____

Printed Name of Representative (above) and Title: _____

ATTACHMENT 3

BID QUOTE

(Submit in a sealed envelope, separate from proposal, marked "Bid Quote--Do Not Open Until June 27, 2006"
This Bid Quote format shall not be altered.)

QUARTERLY FEE RATE FOR TRUSTEE SERVICES

1. Proposed quarterly rate for trustee management and investment of the Trust Account (Managed portion of the Trust Account) _____ % of 1.0%
2. Proposed quarterly rate for trustee management of the Directed portion of the Trust Account _____ % of 1.0%
3. Proposed quarterly rate for service of Trust Account disbursements to purchase FDC loans _____ % of 1.0%

TOTAL QUARTERLY FEE RATE FOR TRUSTEE SERVICES _____ % of 1.0%*

WHAT ASSET VALUE WOULD THE QUARTERLY FEE RATE (ABOVE) FOR TRUSTEE SERVICES BE APPLIED TO (CIRCLE APPLICABLE VALUE): Market Value or Cost Basis

AS OF WHAT DAY WITHIN THE QUARTER WOULD THE QUARTERLY FEE RATE BE APPLIED TO THE ASSET VALUE _____

* This would be the maximum charge, however, the trustee may charge less for managing a certain type of asset. For example, the trustee may charge a lesser fee for funds held in a money market account, but up to the maximum for the balance of the Trust Account.

All costs associated with this proposal shall be included in this Bid Quote. The fee charged shall be expressed as a percentage of Trust Account funds. The asset value which is used to compute the quarterly fee must be documented to enable to the Agency to confirm the fee computation. The fee shall encompass all costs, including any travel expenditures.

Signature of Authorized Representative on behalf of the Proposer

Printed Name and Title

Printed Name of Proposer/Firm/Organization

Date

ATTACHMENT 4

SMALL BUSINESS PREFERENCE

Section 14835, et seq. of the California Government Code requires that a five (5) percent preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of services, are contained in Title 2, California Code of Regulations, Section 1896, et seq. A copy of the regulations is available upon request.

To claim small business preference, which may not exceed \$50,000.00 for any bid, your firm must:

1. Have its principal place of business located in California,
2. Have a complete application (including proof of annual receipts) on file with the State Office of Small Business Certification and Resources (OSBCR) by 5:00 p.m. on the date bids are opened,
3. Be verified by such office; and
4. Have a copy of their OSBCR small business certification approval letter included in the proposal package.

Questions regarding the preference approval process should be directed to OSBCR at 916-322-5060.

Please indicate if you are claiming preference as a small business?

☐ No

☐ Yes (If yes, attach a copy of OSBCR Small Business Certification Approval Letter and enter number below)

Small Business Number

Federal Employer ID Number or Taxpayer ID Number

Signature of Authorized Representative on behalf of the Proposer

Printed Name and Title

Printed Name of Proposer/Firm/Organization

Date

ATTACHMENT 5

NON-COLLUSION STATEMENT

I, _____,

representing, _____,

do hereby certify that neither myself nor any other person representing the above named firm has made any attempt, verbally or otherwise, to induce any person or firm to not submit a proposal for the purpose of restricting competition which may result in a contract award by the California Business, Transportation and Housing Agency.

Signature of Authorized Representative on behalf of the Proposer

Printed Name and Title

Printed Name of Proposer/Firm/Organization

Date

ATTACHMENT 6

STATE OF CALIFORNIA
NONDISCRIMINATION COMPLIANCE STATEMENT
STD. 19 (Rev. 3-95)

COMPANY NAME

The company named above (hereinafter referred to as "prospective contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 (a-f) and California Code of Regulations, Title 2, Division 4, Chapter 5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Prospective contractor agrees not to unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), marital status, denial of family care leave and denial of pregnancy disability leave.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME

DATE EXECUTED

EXECUTED IN THE COUNTY OF

PROSPECTIVE CONTRACTOR'S SIGNATURE

PROSPECTIVE CONTRACTOR'S TITLE

PROSPECTIVE CONTRACTOR'S LEGAL BUSINESS NAME
